



## APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor  
Employment Security Agency  
Administrative Services Division  
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Labor 154 Washington Street Atlanta Georgia 30334 Benefit Payments Section	Application Number <b>81-375</b>	
Application Number		Date Received <b>JUL 20 1981</b>	Date Completed <b>AUG 7 1981</b>
2. Person to Contact Glenda Howard		Working Title Claims Examiner	Telephone Number 656-3136
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1971      current		5. Records Series Title (followed by title used in office, if different) Claims Overpayment Account Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Unemployment Insurance Compensation Division plans and directs the determination of employer liability, collection of taxes and wage reports, and processes claims in accordance with the Georgia Employment Security Law, and administers the federal UIC program.  Claims Administration supervises the receipt, processing and payment of claims for unemployment compensation benefits and maintains individual claimant records.  The Overpayment Unit audits and collects all overpayments made on UI benefit claims.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: collection and recording of payments on overpayments paid on benefits to UIC claimants  Included are: ESA-464 (Receipt of Payment on Overpayment Account) ESA-466 (Notice of Overpayment of Unemployment Insurance) ESA-471 (Notice of Overpayment of Unemployment Insurance), succeeded ESA-466 in 1979  File is arranged: by social security number			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (3/80)  
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga Code Ann. 54-642, 1
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? but may contain a print-out

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | 7 years.     | e. Administrative need            | _____ years. |
| c. Federal Law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ \_\_\_\_\_ then.

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 6 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James E. Randolph</i>	7/10/81	<i>William H. Johnson</i>	7-9-81
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
<i>Walter H. Brown</i>		<i>Nicholas V. Leuchter</i>	7/8/81
State Auditor/Designee			7-29-81
Secretary of State/Designee		<i>Carroll Hart</i>	7-27-81
Attorney General/Designee		<i>Barry H. Hays</i>	7-28-81